

Job Opportunity

California Department of Alcohol and Drug Programs

The mission of the Department of Alcohol and Drug Programs is to promote the achievement of life-styles free of alcohol and other drug related problems for the diverse citizens and communities of California.

RPA # A00-415-14

Position # 798-415-5393-713

Classification: **STAFF SERVICES ANALYST (\$2507 - \$3957)**

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3915 - \$4759)

Permanent Full Time position

Final Filing Date: **May 25, 2001 or Until filled**

Contact: Kathy Booth

[Office of Perinatal Substance Abuse and Special Projects](#)

1700 K Street, 4th Floor, Sacramento, CA 95814

(916) 327-1861, TDD (916) 445-1942

Duties and Responsibilities: Are you a Staff Services Analyst or a Governmental Program Analyst looking for a change? Are you a self-motivated individual interested in a challenging and rewarding position? If yes, the Office of Perinatal Substance Abuse and Special Projects (OPSA/SP) has the position for you. OPSA is seeking an individual who will be the Assistant to the Branch Manager (Staff Services Manager II). OPSA provides alcohol and drug treatment program oversight of providers who serve pregnant and parenting women, adolescents, female offenders and parolees, addressing AOD issues affecting all Californians. The duties of the position include, but are not limited to, the following:

- ◆ Assists the Branch Manager in the development/implementation of program plans, budgets (line item budget, budget change proposals) and special reports;
- ◆ Prepares branch management reports on project status and accomplishments;
- ◆ Coordinates the hiring process within OPSA/SP;
- ◆ Represents Branch Manager in the Manager's absence and/or participates as OPSA/SP representative on workgroups, committees, boards, and other organized gatherings, as appropriate;
- ◆ Conducts research, prepares analyses, issue papers, trend reports, and other special projects;
- ◆ Coordinates the branch state/federal legislative bill/proposed regulation analyses, identifies any fiscal and policy implications to departmental/branch programs, and reviews analyses for accuracy and conformity with the Department's goals and objectives.

Desirable Qualifications: Applications will be prescreened. Only the most competitive applicants will be interviewed.

- ◆ Excellent computer skills and knowledge of Microsoft Word, Excel, databases, GroupWise, Internet, etc.
- ◆ **Analytical** and research skills with experience performing a variety of administrative and program duties.
- ◆ Experience working with a broad range of diverse staff including managers, analysts, and support staff.
- ◆ Good professional work habits; dependable, reliable, punctual, and organized.
- ◆ Motivated, enthusiastic, and the ability to work in a team environment and independently.
- ◆ Strong writing, oral communication, and interpersonal skills.

Who Should Apply: State employees with current status or reinstatement in the above classification, promotional lists, or lateral transfer from an equivalent class. Those applicants who are currently on SPB's SSA exam list must submit a college transcript showing their complete class listing and degree (if any) along with application. All interested applicants must submit a resume, and a standard State Application Form STD 678, with original signature, to the contact person identified above, and **must clearly indicate the basis of their eligibility in line item number 12 (Explanation) of the STD 678 (Revised 08/97).**

Preference will be given to employees on reemployment/SROA lists or to an employee who is declared as a surplus employee.



The Department of Alcohol and Drug Programs is an equal opportunity employer to all, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.